**BRENDA BUCKEYE**

buckeye.2@osu.edu | 614-111-1111

123 Brutus Street | Columbus, OH 43201

linkedin.com/in/brendabuckeye

**EDUCATION**

**The Ohio State University, Max M. Fisher College of Business Columbus, OH**

*Bachelor of Science in Business Administration May 2020*

* Specialization: Accounting GPA: 3.875
* Minor: Economics
* Accounting Honors Program: Selected as one of 30-member cohort that facilitates the development of critical analytical and communication skills through challenging coursework, class discussion, and team-based projects

**WORK EXPERIENCE**

**Emerald City Financial Columbus, OH**

*Accounting Intern August 2019 – Present*

* Effectively manage the organization of files, records, cash, and cash equivalents to comply with policy and procedure
* Collaborate with peers in the preparation of financial reports and optimization of tax planning processes for 100 clients
* Assist in daily and weekly audits of accounts, vouchers, and statutory records through detailed review of company files

**KMPG Chicago, IL**

*Tax Intern June 2019 – August 2019*

* Effectively communicated with supervisors through daily email updates and weekly calls to ensure all tax documentation was collected and reported efficiently and accurately
* Prepared four trust entity returns and one corporate return using GoSystem, SurePrep, and OneSource tax systems

**ACTIVITIES & INVOLVEMENT**

**Buckeye Undergraduate Consulting Club Columbus, OH**

*Team Advisor August 2019 – Present*

* Oversaw a six-member project team in successful brainstorming, task assignment, and outcome delivery

*Associate Analyst September 2017 – December 2018*

* Provided high-quality consulting services to local leading corporations, delivering targeted suggestions in areas such as technology advancement, marketing and social media, process improvement, and supply chain efficiency

**Accounting Association Columbus, OH**

*Active Member August 2017 – Present*

* Engage with accounting students and professionals in weekly meetings to further technical industry knowledge

**Undergraduate Business Women’s Association Columbus, OH**

*Active Member August 2016 – May 2019*

* Attend general meetings to expand knowledge of business, networking, philanthropy, and professionalism